

ADM-16.05, "Food Services Operations," September 1, 2004

SCDC POLICY/PROCEDURE

Change 1 to ADM-16.05:#110

NUMBER: ADM-16.05

TITLE: FOOD SERVICE OPERATIONS

ISSUE DATE: SEPTEMBER 1, 2004

RESPONSIBLE AUTHORITY: DIVISION OF SUPPORT SERVICES

OPERATIONS MANUAL:ADMINISTRATION

SUPERSEDES: ADM-16.05 (September 1, 2002); Change 1 (September 18, 2003); Change 2 (March 30, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 17-5, 17-7, 17-8, 20-7, 20-10, 20-51, 20-52, 20-53, 20-68, M-4, M-31, M-136

ACA/CAC STANDARDS: 4-ACRS-4A-01 through 4-ACRS-4A-08, 3-4294 through 3-4310

STATE/FEDERAL STATUTES:24-9-20, South Carolina Code of Laws, 1976, as amended

THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE: To provide guidelines for the management and operation of SCDC food service operations (to include cafeteria warehouse operations) and to outline the management responsibilities of SCDC food service employees and work responsibilities of inmate food service workers.

POLICY STATEMENT: The SCDC recognizes the importance of proper nutrition to maintain the health and well-being of inmates. The Agency will, therefore, ensure that the food served to inmates is in keeping with all applicable state and federal statutes, DHEC Regulations, and the "Recommended Dietary Allowances" as defined by the National Academy of Sciences, National Research Council.

Periodic inspections by both SCDC staff and by outside authorities will be conducted on a regular basis to ensure that sanitary and hygiene conditions are maintained in all food service areas in compliance with applicable state and federal statutes, regulations, and/or codes.

## TABLE OF CONTENTS

1. GENERAL PROVISIONS
2. STAFFING
3. TRAINING
4. FOOD SERVICE ATTIRE
5. INSTITUTIONAL CAFETERIA OPERATIONS
6. INSTITUTIONAL CAFETERIA - FOOD SUPPLY REQUESTS
7. INSTITUTIONAL CAFETERIA - MENUS
8. CENTRAL OFFICE DINING ROOM
9. TRAINING ACADEMY CAFETERIA
10. FOOD STORAGE
11. FOOD SERVICE WAREHOUSE OPERATIONS
12. PROCESSING INSTITUTIONAL ORDERS
13. DEFINITIONS

### SPECIFIC POLICY/PROCEDURES:

#### 1. GENERAL PROVISIONS:

1.1 All food service operations within the SCDC will be under the direction of the Food Service Administrator, Division of Support Services.

1.2 The Chief, Food Service Branch, will be a full-time, qualified Food Service Specialist and will work directly under the Food Service Administrator.

1.3 All food service employees and inmates assigned to SCDC cafeterias will meet health requirements in compliance with related Department of Health and Environmental Control (DHEC) Regulations and SCDC Policies/Procedures (4-ACRS-4A-04, 3-4303).

1.4 All food service employees and inmates assigned to SCDC cafeterias will adhere to all procedures delineated in the Food Service Guide Manual.

1.5 Institutional requests for special food service activities such as dinners, banquets, catering, etc., for anyone, other than inmates, will be submitted in writing through the Food Service Administrator to the Agency Director for final approval. Special functions for inmates will be approved by the Food Service Administrator and the respective Warden.

1.6 All food complaints will be handled in the following manner:

- Any inmate complaint regarding food service may be reported as per SCDC Policy/Procedure GA-01.12, "Inmate Grievance System."
- If food contamination is suspected, the Warden or designee will immediately notify the institutional Health Care Authority, Food Service Administrator, the Division Director of Compliance, Standards, and Inspections, the County Health Department; and the SCDC Infection Control Nurse. The Food Service Administrator will provide a written report of the results through the Division Director of Support Services, through the Division Director of Programs and Services, to the Agency Director.

1.7 The Chief, Financial Accounting Branch, will forward monthly written reports to the Food Service Administrator that provide information regarding food expenditures and the cost of meals per day per inmate. The Food Service Administrator or designee will develop percentages that will be used to calculate the cost per meal per inmate. (3-4295)

1.8 Meals will be served to inmates in a cafeteria except when an inmate is working outside the gates or when safety and security conditions justify otherwise. The design of Agency cafeterias will allow for group seating, and meals will be served under conditions that minimize regimentation and under the direct supervision of SCDC employees. (4-ACRS-4A-05, 3-4307, 3-4308)

1.9 Inmates will be required to bring his/her plastic tumbler to each meal. Tumblers will be kept clean and sanitary by the inmate. If the inmate does not bring his/her tumbler to a meal, s/he will be given an inexpensive cone shaped paper cup to use for that meal and may be charged with "Refusing or Failing to Obey Orders" pursuant to OP-22.14, "Inmate Disciplinary System."

1.10 Activity deemed to threaten or disrupt security operations as related to the feeding process in the general population may result in the voluntary forfeiture of the current meal. This activity includes, but is not limited to, failure to comply with grooming standards, no ID card, inappropriate behavior going to/while in the cafeteria, etc.(Amended by Change Memo #1 dated January 25, 2010).

## 2. STAFFING:

2.1 Food Service Administrator: SCDC will employ one (1) individual to act as the Food Service Administrator. The Food Service Administrator, under the direction of the Division Director of Support Services, will be responsible for:

2.1.1 overseeing the operation of all SCDC cafeterias;

2.1.2 ensuring that all SCDC cafeterias comply with related Agency policies/procedures, state and federal statutes, and applicable ACA Standards;

2.1.3 approving all purchasing for all SCDC cafeterias in compliance with related SCDC Policy/Procedure ADM-12.01, "Procurement of Commodities and Services;" and (3-4295)

2.1.4 employing all Food Service Branch employees and, with the concurrence of the appropriate Warden/official, staffing SCDC institutional cafeterias, and the Training Academy cafeteria.

2.2 Chief, Food Service Branch: The South Carolina Department of Corrections will employ one (1) employee to act as the Chief of the Food Service Branch. The Chief, under the direction of the Food Service Administrator, will be responsible for:

2.2.1 assisting in overseeing the operation and daily activities within all SCDC cafeterias;

2.2.2 inspecting monthly all SCDC cafeterias to ensure compliance with agency policy/procedures, state and federal statutes, and applicable ACA standards (this inspection may be conducted more often if necessary). These inspections will be documented on SCDC Form 20-68, "Inspection Score Sheet"; and

2.2.3 Screening of all applicants for Food Service positions.

2.3 Food Service Specialist: SCDC will employ Food Service Specialists (one [1] will act as the Senior Food Service Specialist) within each institutional cafeteria, and the Training Academy cafeteria. (3-4294)

The Senior Food Service Specialist, under the dual supervision/direction of the Chief, Food Service Branch, and the appropriate Warden or designee, will be responsible for:

2.3.1 maintaining the security of the cafeteria to include tool control and storage in accordance with SCDC Policy/Procedure OP-22.02, "Tool Control," and the issue of toxic, caustic, and flammable materials as well as all other applicable safety requirements which are addressed in SCDC Policy/Procedure ADM-16.03, "Occupational Safety and Health";

2.3.2 ensuring that a notice is posted in each institutional cafeteria stipulating that all non-uniform employees must pay the required amount for each meal served;

2.3.3 ensuring the proper maintenance of a log for Correctional Officers meals (served at no cost) in each institutional cafeteria; (3-4296)

2.3.4 ensuring that all institutional and Training Academy meal tickets are tallied, destroyed, and accounted for in accordance with SCDC Policy/Procedure ADM-15.06, "Special Funds Accounts";

2.3.5 ensuring that food is not delivered to any office and that all employee/inmate meals are served and consumed in a designated dining room, with the exception of those employees who are not permitted to leave their security posts; and inmates who are in custody/security levels that prohibit them from eating meals in the designated dining room.

2.3.6 ensuring that extra portions of meat and desserts are not given to inmates, employees, and visitors;

2.3.7 ensuring that no person (inmate or otherwise) carries food items or used/leftover supplies with the exception of SCDC issued inmate tumblers from any cafeteria, even though the items may be classified as scraps, leftovers, bones, etc.;

2.3.8 ensuring the secure storage and use of yeast, sugar, and other highly pilferable items to prevent misuse by inmates;

2.3.9 maintaining a milk bag log in order to track all milk bags issued to the cafeteria;

2.3.10 ensuring that no personal items belonging to an employee or an inmate are accepted for storage in any SCDC cafeteria;

2.3.11 employing, with the concurrence of the appropriate Warden/official and the Chief, Food Service Branch, all inmate food service workers;

2.3.12 ensuring that menu evaluations are conducted quarterly to verify adherence to the Master Menu as written by the Food Service Nutritionist, and documenting this compliance in a memorandum to the Nutritionist; (3-4297)

2.3.13 training and supervising all inmate food service workers to include ensuring that all inmate workers are instructed to wash their hands upon reporting for work and after using toilet facilities and that signs are posted with this information; (4-ACRS-4A-08, 3-4303)

2.3.14 ensuring that the Health Services staff has a current listing of the inmate food service workers;

2.3.15 ensuring that therapeutic diet authorizations are current;

2.3.16 ensuring that daily inspections of the kitchen are conducted and documented on SCDC Form 20-52, "Daily Institutional Inspection Checklist for Cafeterias"; and

2.3.17 ensuring that refrigerator and water temperatures are checked daily and recorded on SCDC Form 20-52, "Daily Institutional Inspection Checklist for Cafeterias;" and (4-ACRS-4C-07, 3-4305)

2.3.18 ensuring all inmate workers receive proper training, and that training is documented.

2.4 Food Service Nutritionist: SCDC will employ a Food Service Nutritionist. The Food Service Nutritionist, under the direction of the Food Service Administrator, will be responsible for:

2.4.1 preparing SCDC Master Menus and Cooks Worksheets from which meals served in each institution will be prepared;

2.4.2 ensuring that Master Menus conform to the "Recommended Dietary Allowances" (accomplished annually), documenting this compliance, and sending a summary statement of these calculations to each institutional cafeteria; (4-ACRS-4A-01, 3-4297)

2.4.3 conducting inspections of all SCDC cafeterias utilizing SCDC Form 20-68; and

2.4.4 verifying the accuracy of and maintaining copies/originals of all required forms/reports related to SCDC Food Service Operations.

## 2.5 Inmate Food Service Workers:

2.5.1 Minimum Staffing: At a minimum, staffing for each institutional cafeteria will be as follows: (NOTE: Additional inmate workers may be required as determined by work station needs.)

# of Inmates	Cooks	Bakers	Utility Persons
101 to 150 inmates	4	1	3
201 to 240 inmates	6	2	5
241+ inmates	one (1) additional cook for each additional fifty (50) inmates, or major portion thereof	one (1) additional baker for each additional 125 inmates, or major portion thereof	two (2) additional utility persons for each additional 100 inmates, or major portion thereof

2.5.2 The number of inmate food service workers listed above should never be decreased. The Warden or Senior Food Service Specialist, at his/her discretion, may increase staffing if additional personnel are required to maintain the cafeteria in a neat and sanitary condition and for proper food preparation and service. The Warden or Senior Food Service Specialist will be required to notify the Chief, Food Service Branch, of any such increase.

2.5.3 Minimum staffing for the Training Academy cafeteria will be determined by the appropriate Senior Food Service Specialist. The decision will be based on the approximate number of meals served.

2.5.4 The Food Service Specialists will, on a daily basis, visually inspect all inmate food service workers to ensure that they: appear to be in good health; are free of visible, open, infected wounds; have clean hands and fingernails (no fingernail polish); wear clean and neat garments; and employ hygienic food handling techniques. This inspection will be documented on SCDC Form 20-52, "Daily Institutional Inspection Checklist for Cafeterias." (3-4303)

2.6 Selection of Inmate Food Service Workers: The Senior Food Service Specialist, in concurrence with the Chief, Food Service Branch, and the appropriate Warden/designee, will select or reject inmate food service workers based on the following criteria:

- Technical ability, aptitude, and interest;
- Adaptability, morale, and personal appearance;
- Sufficient length of sentence to justify the training investment; and
- Medical clearance: All inmate food service workers will be medically cleared, prior to assignment.

2.7 The appropriate Senior Food Service Specialist will compile and forward a list of all inmate food service worker candidates to the appropriate Institutional Classification Committee (ICC). Upon receipt of the list, Institutional Classification staff will promptly review each inmates Health Summary via CRT to determine if s/he has been restricted from food service work in a SCDC cafeteria. Institutional Classification staff will notify via CRT the appropriate Senior Food Service Specialist of the results of the Health Summary Screen review. If any Food Service Specialist has any reservations regarding an inmate food service workers health, the inmate will be required to immediately discontinue working until such time that a medical examination is completed by Health Services staff.

2.8 If an inmate food service worker is seen at sick call for what is determined to be a communicable disease, s/he will receive SCDC Supply M-31, "Medical No Work Pass." S/he must receive medical clearance from Health Services staff prior to returning to work.

3. TRAINING: Food Service Operations training sessions for SCDC personnel will be as follows:

3.1 Newly appointed Food Service Specialists will initially complete 40 hours of job-related training in food service operations and every year thereafter will be required to complete 20 hours of training in food service operations (conducted and scheduled by a Food Service Specialist, Food Service Branch, Division of Support Services). This training will be documented on SCDC Form 17-5, "Other Agency Training Report," SCDC Form 17-7, "Training Roster," and SCDC Form 17-8, "Training Evaluation." One copy of each form will be retained by the Food Service Branch and one copy will be forwarded to the Training Academy. (3-4294)

3.2 Prior to beginning an assignment to any SCDC cafeteria, inmate Food Service Workers will be given detailed instructions regarding proper and sanitary food handling and preparation techniques, to include hand washing requirements, by a Food Service Specialist. Other training will be provided on the job, as required. (3-4303)

4. FOOD SERVICE ATTIRE:

4.1 Food Service Specialists assigned to any institutional cafeteria, or the Training Academy cafeteria will be required to wear white shirts, and blue (BDU)pants. Aprons will be optional. Food Service Specialists will strictly adhere to SCDC Policy/Procedure ADM-11.09, "Uniform Personnel Grooming and Attire Standards."

4.2 Inmate Food Service Workers will be issued five (5) sets of cafeteria uniforms to wear while working in any SCDC cafeteria. Clothing must be neat and clean at all times. Inmate Food Service Workers must comply with related SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards."

## 5. INSTITUTIONAL CAFETERIA OPERATIONS:

5.1 The Food Service Warehouse staff will ensure that institutional cafeterias are provided with all food items, trays, utensils, etc., in quantities required to meet established consumption rates based on the inmate population and services rendered. (4-ACRS-4A-06, 3-4295)

5.2 Correctional Officers on duty will be permitted to eat, at no charge, at their institution when meals are served during their shift. There will be a single menu for staff and inmates at all institutions.

5.3 Other SCDC employees on duty and official visitors will be permitted to eat in institutional cafeterias; however, they will be required to pay for their meal.

5.4 Meal Tickets: Meal tickets will be sold in advance to employees and to visitors. The procedures for the procurement and use of meal tickets are as follow:

- The appropriate Warden or designee will procure meal tickets from the Financial Accounting Branch.
- The appropriate Warden or designee will sell the meal tickets in a location other than the cafeteria, ensuring that neither food service employees nor inmate food service workers are selling the meal tickets.
- SCDC employees and official visitors may purchase the meal tickets at the designated location. (Meal tickets purchased at one institution may be used in any SCDC institutional cafeteria.)
- Each employee or official visitor will give the meal ticket to a Food Service Specialist or designee prior to the service of the meal.
- The appropriate Food Service Specialist or designee will be responsible for totaling the meal tickets and ensuring that they are destroyed.
- The Warden or designee will account for all the meal tickets and will submit the revenues to the Financial Accounting Branch.

## 6. INSTITUTIONAL CAFETERIA - FOOD SUPPLY REQUESTS:

6.1 All food items and supplies will be ordered from the Food Service Warehouse.

6.2 All food items and supplies will be transferred to the appropriate institution at cost. (3-4295)

6.3 The appropriate Food Service Specialist or designee will order (via computer), no later than 3:30 PM Wednesday, all food and supplies needed for the following week. Farm produced products will be incorporated into the menu as received.

6.4 Unforeseen situations, such as an increase in inmate count or institutional disturbances, may cause a shortfall in the original food/supply order. This shortfall may be compensated for by submitting an emergency request to the Food Service Warehouse.

7. INSTITUTIONAL CAFETERIA - MENUS: Regular, alternate entree, and therapeutic master menus will be planned and dated by the Food Service Nutritionist and made available to institutional cafeterias a minimum of 21 days in advance of the beginning of a new cyclic Master Menu. Selected holiday menus will



be inserted into the cycle.

## 7.1 Master Menu:

7.1.1 The Senior Food Service Specialist or designee will post a daily menu (copied from the SCDC Master Menu) in a conspicuous location that is readily available to the inmate population. These menus will denote, by use of an asterisk (\*), all pork items. No pork will be used as a seasoning or as an ingredient unless specified by the Master Menu. Master menus will be planned with a minimum of two (2) hot meals every 24 hours. No more than 14 hours will elapse between the evening and breakfast meals. (3-4309)

7.1.2 Substitutions to the Master Menu will not be made without the prior approval of the Food Service Nutritionist or designee. Substitutions will be documented on the Cooks Worksheet in the institution.

7.1.3 SCDC Farm Produce: When a farm produced item(s) is received at an institution, it is required to be used as a substitution in the menu. The Senior Food Service Specialist or designee will:

- review the Cooks Worksheets to determine when the item will be used;
- contact the Food Service Warehouse to obtain an authorization number to make the substitution; and
- note the substitution and authorization number on each affected Cooks Worksheet.

7.1.4 The Senior Food Service Specialist or designee will record, on the Cooks Worksheet, the number of inmates, employees, and visitors served at each meal and indicate which items are "USDA." (3-4296)

7.1.5 A book of tested recipes adjusted to the yield appropriate to the size of the institution will be maintained on the premises.

7.1.6 Food will be prepared progressively, when appropriate, and served at the proper temperature for optimal quality.

7.1.7 In the planning and preparation of all meals, food flavor, texture, temperature, appearance, and palatability will be taken into consideration. Meetings will be held by the Chief, Food Service Branch, at least annually (or more frequently if deemed necessary by the Chief) with a representative from the Food Service Specialist staff and the Food Service Nutritionist to discuss planning and preparation of meals. Prior to the scheduled meeting, input will be obtained from all institutions, to include inmate suggestions regarding additions, deletions, or other possible improvements to the Master Menu. (3-4295, 3-4298)

## 7.2 Therapeutic Diets:

7.2.1 A list of approved therapeutic diets will be maintained in each institutional cafeteria. Therapeutic diets on this list will be prepared as prescribed by the physician, physician's assistant, nurse practitioner, or dentist. Physicians and dentists who wish to prescribe therapeutic diets not on this list will coordinate with the Food Service Nutritionist to determine what diet can best meet the inmates needs. If an inmate notifies medical staff of a food allergy, the medical staff will instruct the inmate to avoid that allergen in his/her food

choices. Upon request for dietary consult, the inmate will be provided with a list of foods prepared in SCDC that contain the allergen. An alternative will not be offered unless medical staff determine that the extent and degree of allergies warrant. If an inmate is unsure whether a particular dish contains the allergen, s/he may ask the food servers. (4-ACRS-4A-02, 3-4299)

7.2.2 The institutional medical staff will contact the food service staff via CRT (or phone until messaging is available for all food service staff) to communicate the diet order. (The SCDC Supply M-4, "Therapeutic Diet Prescription," will no longer be used.) The following information will be given:

- Inmate name and SCDC number;
- Type of diet ordered; and
- Duration (if not a chronic care diet).

7.2.3 The inmate will be counseled regarding the diet line, and SCDC Supply M-136, "Therapeutic Diet Line Privileges" will be signed stating that a compliance rate of 80% is required to extend participation. The compliance reporting period is from the 21st to the 20th of the following month. The compliance rate will be recorded on SCDC Form 20-10, "Therapeutic Diet Line" and will be forwarded monthly to the Health Care Authority/designee for review. The inmate's name, number, and type of therapeutic diet will be recorded on SCDC Form 20-69, "Daily Therapeutic Diet Roster." This list will be available for each meal served. It is the inmate's responsibility to sign for each meal received. The food services or security staff may charge an inmate with the offense of "Failing to Obey a Direct Order" if the inmate is in the wrong food line.

7.2.4 In the event a problem arises in an institution that would prevent the delivery of any diet meal(s), special arrangements will be made by the Food Service Nutritionist or designee to ensure that the medical dietary needs of the inmates are met. Service of therapeutic diets will be limited to diabetics, hypoglycemics, and renal inmates for meals when emergency feeding practices are employed, i.e., during a power outage, when an entire institution is in lock-down status, etc.

7.2.5 The SCDC will not be responsible for special diet meals for employees without prior coordination and a current (within one (1) year)therapeutic prescription from an outside doctor or dentist.

7.2.6 A diet manualapproved by the Food Service Nutritionist or designee and the Agency Director will be available in medical staff offices, nursing staff offices, and all cafeterias.

### 7.3 Alternative/Special Meals:

7.3.1 Loaf meals will be prepared for inmates as specified in SCDC policies/procedures related to the Special Management Unit, Maximum Security Unit, and Death Row. Food will not be withheld due to disciplinary action, however, when an inmate in General Population interferes with the feeding of meals or creates a disturbance which results in a disruption of food services, that inmate may be placed on the alternative/special meal (nutri-loaf) for seven (7) days by the Division Director of Operations. In such cases, the Division Director of Operations will follow the procedures for Alternative Meal Service listed in

SCDC Policy/Procedure OP-22.12, "Special Management Unit" and will ensure that the required reviews by the Warden (or an approved designee at the level of Major or above) and by a qualified medical professional are conducted and documented on the SCDC Form 19-85. The Division Director of Operations will ensure that the Warden notifies the Food Services Staff. (3-4301)

7.3.2 Recognized religious meal restrictions will be followed in accordance with SCDC Policy/Procedure PS-10.05, "Inmate Religion." Vegetarians may choose to eat the meat-free, animal-free, "Alternate Entree Diet." The Food Service Specialist will record the participation of all inmates who are approved to receive the alternate entree diet. If any inmate(s) does not eat the required 90% of the meals in any month, the Food Service Specialist will notify the institutional Chaplain in writing. (4-ACRS-4A-03,3-4300)

#### 7.4 Inspections:

7.4.1 Daily: Daily inspections will be performed by the Food Service Specialist on duty and will be documented on SCDC Form 20-52, "Daily Institutional Inspection Checklist for Cafeterias." Refrigeration, dry storage, and dishwasher water temperatures will be checked daily, and the temperatures will be recorded on SCDC Form 20-52. The results of these inspections will be posted in a conspicuous location for all employees and inmates to see. (4-ACRS-4A-07, 3-4305, 3-4306)

7.4.2 Weekly: Weekly inspections will be performed by the Associate Warden or designee and will be documented on SCDC Form 20-53, "Weekly Institutional Food Service Checklist for Wardens or Associate Wardens." The results of these inspections will be posted in a conspicuous location for all employees and inmates to see. The Warden or designee will forward a copy of each inspection to the Chief, Food Service Branch. (4-ACRS-4A-07, 3-4305, 3-4310)

7.4.3 Monthly: Monthly inspections will be performed by Food Service Branch staff and will be documented on SCDC Form 20-68, "Inspection Score Sheet." A copy of SCDC 20-68 will be forwarded to the Chief, Food Service Branch.

7.4.4 Annually: Annual inspections will be performed by the Food Service Administrator or designee and will be documented on SCDC Form 20-68, "Inspection Score Sheet."

7.4.5 Department of Health and Environmental Control: Inspections will be performed as scheduled by DHEC. The Senior Food Service Specialist will ensure that any deficiencies cited by DHEC are corrected immediately. The Senior Food Service Specialist will forward a memorandum to the Warden or designee regarding the deficiencies and corrective action taken. The Warden or designee will forward this memorandum along with copies of each DHEC inspection report during the previous 12 months to the Food Service Administrator, to the Division Director of Compliance, Standards, and Inspections, and to the Division Director of Operations. (4-ACRS-4A-04, 4-ACRS-4A-06,3-4302, 3-4310)

7.5 Bag Lunches: Bag lunches will be provided as follows to all inmates who will be working outside the gate of an institution at lunchtime:

7.5.1 The SCDC employee responsible for the supervision of the inmates will notify, as early as possible, the Senior Food Service Specialist to advise him/her of the number of bag lunches needed.

7.5.2 The Senior Food Service Specialist will ensure that the bag lunches are prepared in accordance with the Bag Lunch Master Menu as written by the Food Service Nutritionist.

7.5.3 The employee responsible for the inmates will pick up the bag lunches in the morning prior to leaving for the day's work detail. (NOTE: Inmates on work release will be responsible for picking up their own bag lunches from the institutional cafeteria.)

7.5.4 Bag lunches will be kept in coolers and will be served to inmates during the normal lunch period.

7.5.5 Any exceptions to these procedures for bag lunches must be approved by the Food Service Administrator.

7.6 Shipping Meals: If a SCDC location, i.e., Special Management Unit, etc., does not have a cafeteria, meals will be shipped as required to that area by an institutional cafeteria. The procedures will be as follows:

7.6.1 A Food Service Specialist, or designee (for facilities/areas with no Food Service Specialist), of the receiving location will, as early as possible, notify a Food Service Specialist of the supplying institutional cafeteria that food delivery is needed, giving the number of inmates and employees to be served.

7.6.2 A Food Service Specialist of the supplying institutional cafeteria will ensure that the order is met and, prior to shipping, will inspect all food service containers to ensure they do not contain any unauthorized property.

7.6.3 A Food Service Specialist or designee, at the receiving location will be responsible for ensuring that the food quantity, quality, and service are in compliance with the food service operation requirements set forth in these procedures. (NOTE: For institutions or areas without a Food Service Specialist, the Food Service Specialist or designee from the sending cafeteria will be responsible for supervising the service of all shipped meals.) At receiving locations without a Food Service Specialist, a Food Service Specialist of the sending cafeteria will be responsible for visiting the said location to inspect for quantity, quality, and service. At a minimum, three (3) meals per week will be checked, one of which must be breakfast, one lunch, and one supper. The results of each inspection will be recorded on SCDC Form 20-7, "Consolidated Segregated Feeding Report."

7.6.4 A Food Service Specialist or designee of the receiving location will ensure that the food containers are inspected for unauthorized property prior to their return to the sending institutional cafeteria.

7.6.5 A Food Service Specialist of the supplying cafeteria will, upon return of the food containers, again inspect them to ensure that they do not contain any unauthorized property.

8. CENTRAL OFFICE DINING ROOM: The Agency Directors office will schedule all use of the dining room.

## 9. TRAINING ACADEMY CAFETERIA:

9.1 Food Service: The Training Academy Cafeteria will serve breakfast and lunch. Supper will be served at the Goodman Correctional Institution for staff being housed/trained at the Academy. Breakfast will not be available on Mondays. Training Academy employees who are on-duty, other Agency staff attending training, inmate workers, and official guests will be permitted to eat in the Training Academy cafeteria as outlined in Section 9.2, below.

### 9.2 Meal Tickets:

9.2.1 Orientation and In-Service Training: Special meal tickets will be issued at no charge as follows:

- Uniformed personnel: Uniformed personnel in "training travel status" will receive special meal tickets which allow them three (3) meals per day while attending training (no meals are served Monday AM or Friday PM). Uniformed personnel from the Columbia area and those not in "training travel status" will receive special meal tickets for lunch only.
- Non-uniformed personnel: Non-uniformed personnel in "training travel status" will receive special meal tickets which allow them three (3) meals per day while attending training (no meals are served Monday AM or Friday PM). Non-uniformed personnel from the Columbia area and those not in "training travel status" will receive special meal tickets for lunch only.

9.2.2Pre-Service Training: Special meal tickets will be issued at no charge as follows:

- Uniformed Personnel: Uniformed personnel in "training travel status" will receive special meal tickets which allow them three (3) meals per day while attending training (no meals are served Monday AM or Friday PM). Uniformed personnel from the Columbia area and those not in "training travel status" will receive special meal tickets for lunch only.
- Non-uniformed personnel: Non-uniformed personnel in "training travel status" will receive special meal tickets which allow them three (3) meals per day while attending training (no meals are served on Monday AM or Friday PM). Non-uniformed personnel from the Columbia area and those not in "training travel status" will receive special meal tickets for lunch only.

9.2.3 Non-uniformed SCDC employees who are on-duty and official visitors conducting business at the Training Academy will be permitted to eat meals in the Training Academy cafeteria, however, they will be required to pay for their meal. Correctional Officers on duty at the Training Academy or on-site for training purposes will be permitted to eat, at no cost, when meals are served during their shift. The Assistant Division Director of Training and Staff Development will be responsible for submitting the revenues to the Financial Accounting Branch.

9.3 Food Supply Requests: A Food Service Specialist will be responsible for ordering food/supplies from the Food Service Branch. Any food/supplies needed for special functions to be held at the Training Academy will be reviewed by the Food Service Administrator.

9.4 Menus: The Senior Food Service Specialist assigned to the Training Academy cafeteria will be responsible for preparing all Training Academy menus. The Food Service Nutritionist will review and approve these menus.

9.5 Inspections: The Training Academy cafeteria will be inspected monthly by the Food Service Branch Food Service Specialist VI. This inspection will be documented on SCDC Form 20-68, "Food Service Branch Inspection Score Sheet." In addition, DHEC will perform and schedule periodic inspections. If any deficiencies are cited by DHEC, the Food Service Specialist will ensure that they are corrected immediately. S/he must document the deficiencies and corrective actions taken and forward this information along with a copy of the original DHEC inspection report to the Chief, Food Service Branch, to the Assistant Division Director of Training and Staff Development, and to the Division Director of Compliance, Standards, and Inspections.

10. FOOD STORAGE: When storing food items, the following will be strictly adhered to:

10.1 Only Food Service Specialists will have access to food storage area keys.

10.2 Storage areas will remain locked except during periods when items are being issued for use or are being inventoried. A Food Service Specialist or designee will remain present during these times.

10.3 Refrigerators will be maintained at a temperature not to exceed 45 F. Dry goods will be maintained at temperatures between 45 F. to 80 F. Temperatures will be recorded daily on SCDC Form 20-52. (4-ACRS-4A-07, 3-4295, 3-4305, 3-4306)

10.4 Fresh fruits, vegetables, and perishable items will be arranged in the refrigerator so that proper aeration is maintained. Odor-imparting and odor-absorbing foods will be separated.

10.5 Root vegetables will be bagged, dated, and secured to ensure the use of older vegetables first.

10.6 Frozen food will be kept frozen and stored according to size and type. Frozen food will be inspected regularly for firmness and freshness.

10.7 Milk must be stored and maintained at a temperature below 45F at all times. (3-4306)

Milk dispenser seals will be intact and all rubber/synthetic parts and valves must be protected from contamination. Pasteurized fluid milk products for drinking purposes will be served from the original containers. Following use, plastic jugs and bags will be cut and disposed of to render them unusable for unauthorized purposes.

10.8 All food items will be used on a first-in, first-out basis and will be stored in a manner to facilitate this process. (3-4295)

10.9 If spoilage is suspected, the Food Service Specialist will immediately notify the Food Service Administrator so that a determination may be made as to the cause of the spoilage. The Food Service Administrator will ensure that the Food Service Specialist properly disposes of spoiled items.

## 11. FOOD SERVICE WAREHOUSE GENERAL OPERATIONS:

11.1 The Food Service Warehouse will comply with all safety and sanitation requirements as specified by Agency policies/procedures, related state and federal statutes, and applicable ACA Standards.

11.2 The Food Service Warehouse, and its rented/leased warehouse/annex, will be used to store all food and supplies necessary to meet the requirements of the SCDC Master Menu. (3-4295)

11.3 Civilian warehouse employees will be responsible for ensuring that food and supplies delivered to the Food Service Warehouse are in accordance with the requested amounts. SCDC Form 20-51, "Receiving Tickets," will be prepared by the Food Service Storekeeper at the time of receipt of merchandise.

11.4 Only Food Service Branch vehicles will be used if it becomes necessary to pick up food/supplies from local vendors.

11.5 No gifts or special favors from suppliers or contractors will be accepted by any employee of the Division of Support Services in accordance with related SCDC Policy/Procedure ADM-12.01, "Procurement of Commodities and Services." Samples may be accepted from vendors by authorized Division staff only under the following conditions: They must be used or consumed on the premises of the SCDC; and only the amount of merchandise needed to determine the feasibility of use may be accepted.

11.6 Any Food Service employee who has financial or other interest in a supplier company, either directly or indirectly, will inform the Division Director of Support Services in writing of this interest. The Division Director of Support Services will forward this information to the Director for an appropriate response.

11.7 Inventories of the Food Service Warehouse will be conducted by Food Service Branch employees and disinterested parties periodically or as directed by the Division Director of Support Services or the Food Service Administrator.

11.8 Damage and spoilage reports will, at a minimum, be prepared once a month. Verification of these reports will be indicated by counter signature of the Food Service Administrator.

## 12. PROCESSING INSTITUTIONAL ORDERS:

12.1 All institutional food orders will be computer system generated and available for review by close of business on the Wednesday prior to the next weeks shipping. After printing, the orders will be forwarded to the Food Service Warehouse staff who will be responsible for ensuring the issuance of the items. (3-4295)

12.2 Shipments will be made to institutions using only Food Service Branch vehicles according to the schedule approved by the Program Coordinator II.

12.3 Warehouse personnel will supervise the loading of all delivery vehicles at the Warehouse and will be held accountable for all merchandise loaded onto delivery vehicles and for the preparation and accuracy of shipping documentation.

12.4 Rear doors of delivery trucks will be secured by Warehouse personnel at the completion of loading.

12.5 As soon as merchandise is loaded onto the delivery vehicle, the food order will be signed by Warehouse personnel. The original and one (1) copy of this signed form will go with the merchandise to the receiving institution at the time of delivery. This form will then be countersigned by a Food Service Specialist or designated institutional staff member who will return the original to the Food Service Driver. The Food Service Driver will return this document to the Food Service Warehouse.

12.6 After shipping of a food request is complete, the appropriate accounting staff will verify in the computer system the exact amounts of items shipped. A printout of these transactions will be forwarded to the appropriate institution for verification and signature by the responsible food service employee.

### 13. DEFINITIONS:

Bag Lunch Master Menu refers to the menu of lunches that will be prepared for an inmate to take on outside work detail, work release, etc.

Central Office refers to all areas where employees are working in administrative and support roles and are located on the Broad River Complex, i.e., Agency Directors office, Division Directors offices for Budget and Resource Management, Operations, Programs and Services, and Health Services, and all Agency Divisions, including those buildings in proximity to the William D. Leeke Administration Building.

Cooks Worksheet refers to an automated menu prepared by the Food Service Nutritionist and forwarded to each institutional Food Service Specialist.

Food Service Guide Manual refers to a manual prepared by the Chief, Food Service Branch, or designee that consists of recent memorandums and guidelines and directives concerning the operation of institutional cafeterias.

Food Service Nutritionist refers to the SCDC nutritionist/dietitian who prepares the SCDC menus.

Food Service Specialist refers to a full-time civilian with the training and experience required to manage an efficient food service operation. (3-4294)

Inmate Food Service Worker refers to an inmate assigned to work in any SCDC cafeteria.



Master Menu refers to the menu, prepared by the SCDC Nutritionist, that institutional cafeterias will follow in the preparation of regular meals. Master Menus will be developed on a six (6) week rotating cycle, i.e., a menu will be given for six (6) consecutive weeks and, at the end of the sixth week, the cycle will be repeated.

Therapeutic Diet refers to a diet which must be followed by specific inmates as prescribed by a physician or dentist.

Training Travel Status, for the purposes of this Policy/Procedure, refers to employees traveling from outside the Columbia area to attend more than one (1) consecutive day of training.

SIGNATURE ON FILE

—

s/ Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.